Total Force Administration System
Bundled Capabilities Package-1 (BCP-1)

“Unit Capability”

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Marine Corps Systems Command

Total Force Administration System

12/09/200

- **TFAS is our key enterprise wide initiative to move Marine Corps pay and personnel administration to a single log on, predominately self-service, virtually paperless, web based environment.**
- **TFAS allows global access to pay, personnel tools, and personal information viewed electronically in a secure environment.**
- **TFAS supports the unit and the individual.**

TFAS “The Plan”

- TFAS is fielded through Marine OnLine (MOL) and is based on a series of like capabilities called Bundled Capabilities Packages (BCPs)
  - BCP-0 “Individual Capability”
    - Self-certification
  - BCP-1 “Unit Capability”
    - Foundation of workflow and permissions
    - Moves point of entry closer to event
  - BCP-2 “HQ Capability”
    - Connect work flow from individual to HQMC and back
  - BCP-3 “Expansion”

BCP-1 “Unit Capability”

- Phase I (Work Flow Routing)
  - Leave
  - Conduct and Proficiency
  - Promotion Recommendation
  - Morning Reports
  - Automated Performance Evaluation System (A-PES)
- Phase II
  - MOL Management
  - Customized Reports
  - Electronic Personal Action Request (PAR)
  - PTAD and Liberty

TFAS BCP-1

- BCP-1 is the key to future fielding
  - The first step in giving commanders back the capability lost with the reduction in administrators
  - The foundation for future capability
- Balances Authority, Responsibility and Information Access
  - Establishes the workflow needed to pass requests and establish permissions
  - Works within structure to allow visibility of information
  - Generates MCTFS entries at the appropriate level

How It Works

- WEB Based
  - Local MISSO initiates RUC level Commander
  - Commander provided a template
    - Accept or change
  - Commander determines authority through assignment of permissions

Permissions & Workflow

- **A single permission is associated w/**
  - An Individual User for a…
  - Individual Task (e.g. Leave Request) & a given…
  - Work Flow Permission Type, but only for a defined…
  - Unit Scope
- **Workflow Permissions Type:**
  - View
  - Reviewer (Active or Passive)
  - Approval
  - Grant
- **Permissions granted by Reporting Unit Code (RUC) CO & delegated subordinates.**
  - Templates
  - By Task
  - Rule Based
- **Users can have many permissions associated w/ their MOL profile.**

Scope

- Workflow determined by Scope
  - Battalion/Squadron
  - Company/Detachment
  - Platoon/Division/Directorate
  - Squad/Work Section

Permissions

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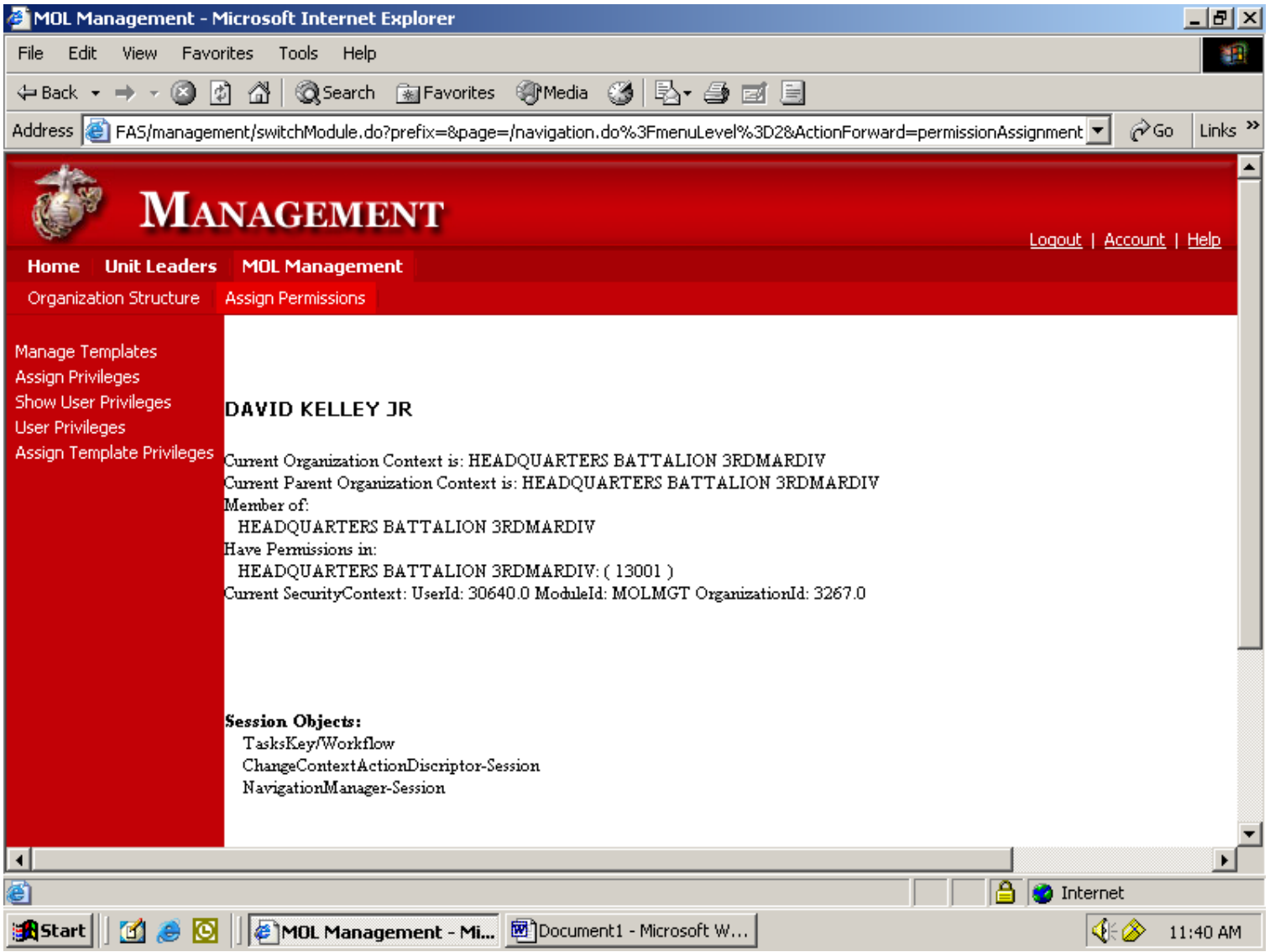

Permissions

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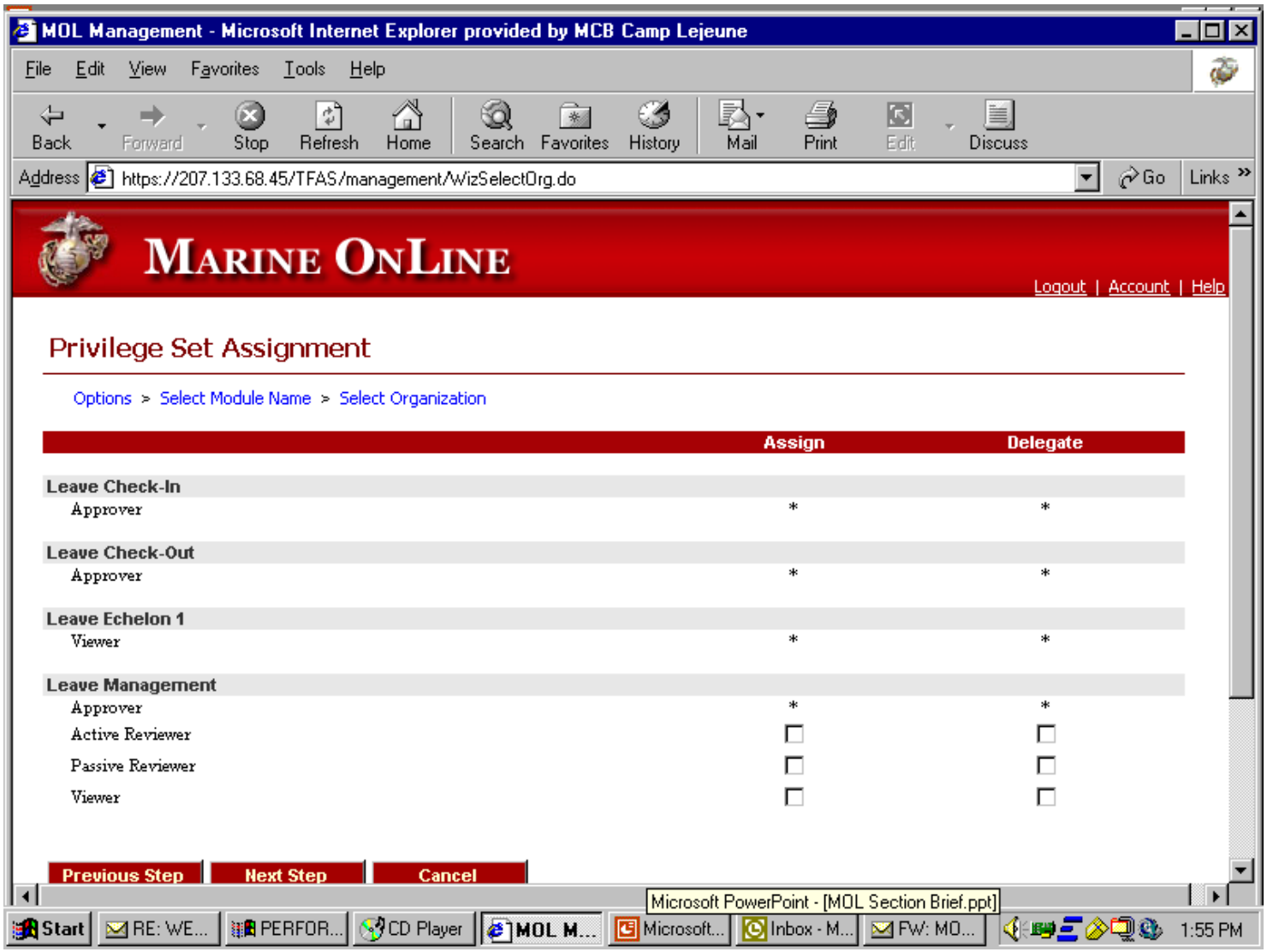

Leave

- Individual initiates from the Web
  - Any computer with internet access
- Recommendations and approval through workflow
  - Member chooses active reviewer by scope
- Individual, duty, or command sign-out through MOL
  - Commander decides
- Unit Morning Report updated by sign-out
- Self or command check-in
- MCTFS transaction generated by check-in
- Member charged leave

Leave

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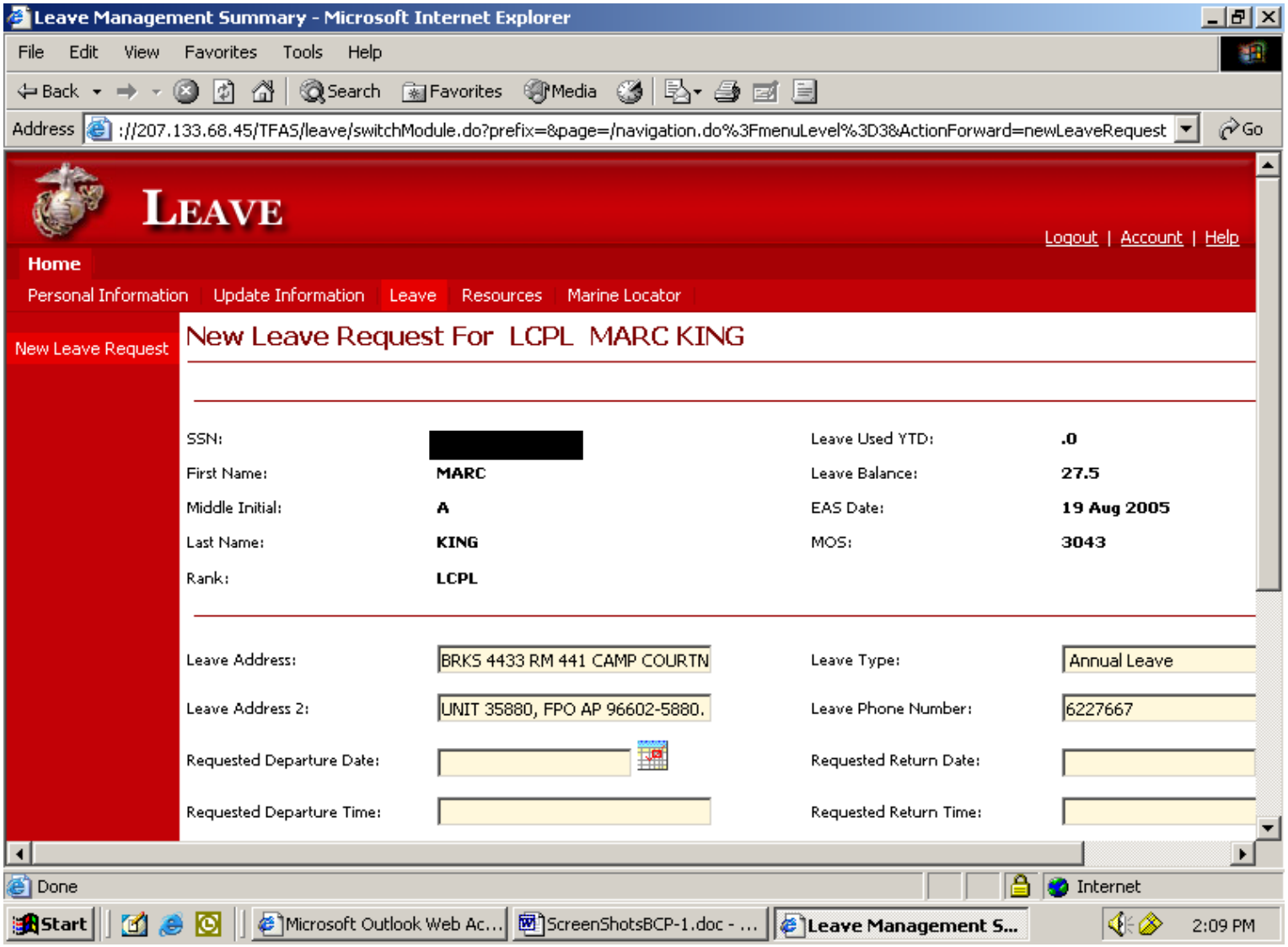

Leave

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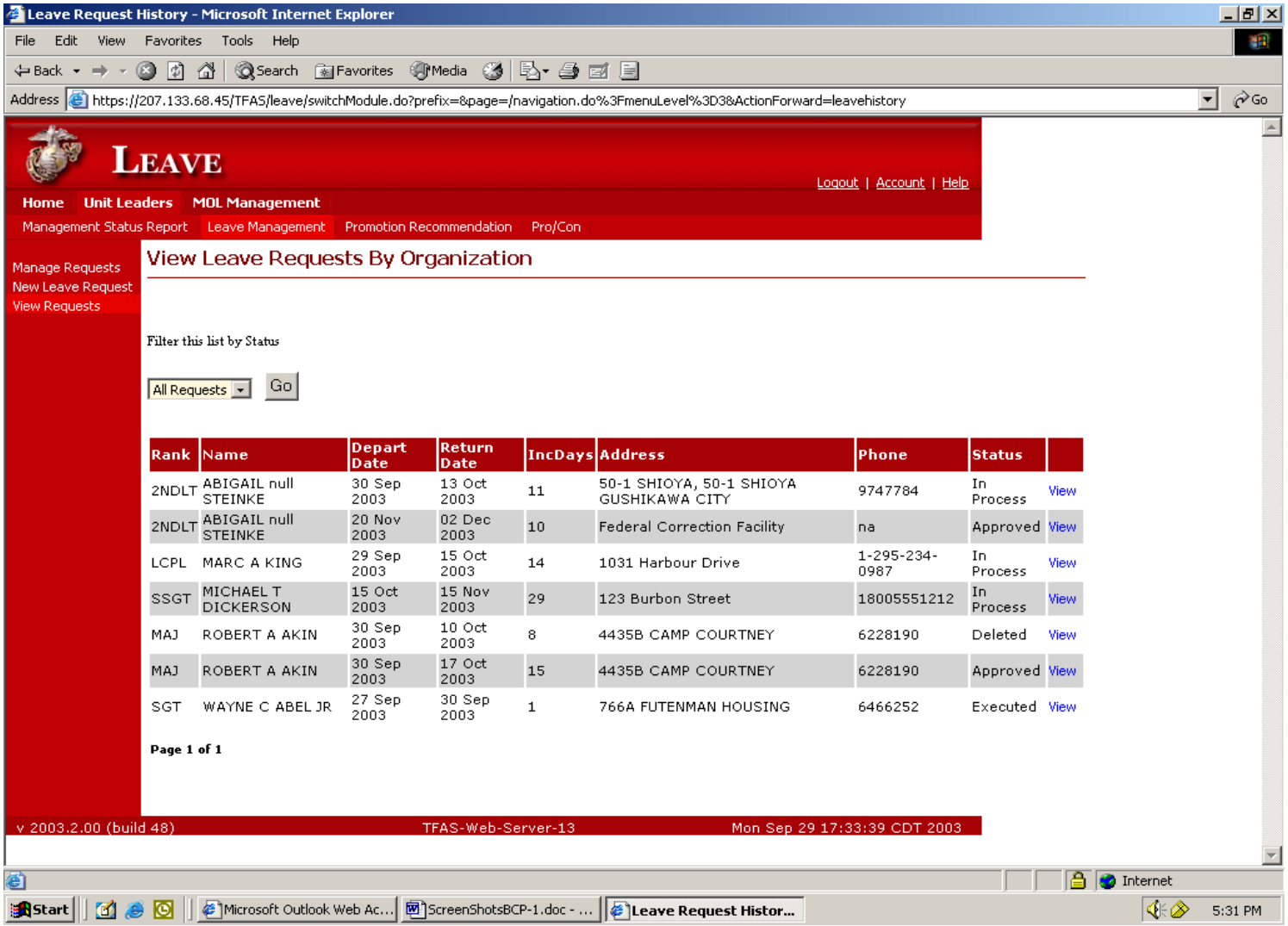
Leave Request History - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://207.133.68.45/TFAS/leave/switchModule.do?prefix=&page=/navigation.do%3FmenuLevel%3D3&ActionForward=leavehistory
Go
LEAVE
Logout | Account | Help
Home Unit Leaders MOL Management
Management Status Report Leave Management Promotion Recommendation Pro/Con
Manage Requests
New Leave Request
View Requests
View Leave Requests By Organization
Filter this list by Status
All Requests Go
Rank Name Depart Date Return Date IncDays Address Phone Status
2NDLT ABIGAIL null STEINKE 30 Sep 2003 13 Oct 2003 11 50-1 SHIOYA, 50-1 SHIOYA GUSHIKAWA CITY 9747784 In Process View
2NDLT ABIGAIL null STEINKE 20 Nov 2003 02 Dec 2003 10 Federal Correction Facility na Approved View
LCPL MARC A KING 29 Sep 2003 15 Oct 2003 14 1031 Harbour Drive 1-295-234-0987 In Process View
SSGT MICHAEL T DICKERSON 15 Oct 2003 15 Nov 2003 29 123 Burbon Street 18005551212 In Process View
MAJ ROBERT A AKIN 30 Sep 2003 10 Oct 2003 8 4435B CAMP COURTNEY 6228190 Deleted View
MAJ ROBERT A AKIN 30 Sep 2003 17 Oct 2003 15 4435B CAMP COURTNEY 6228190 Approved View
SGT WAYNE C ABEL JR 27 Sep 2003 30 Sep 2003 1 766A FUTENMAN HOUSING 6466252 Executed View
Page 1 of 1
v 2003.2.00 (build 48) TFAS-Web-Server-13 Mon Sep 29 17:33:39 CDT 2003
Internet
Start
Microsoft Outlook Web Ac...
ScreenShotsBCP-1.doc - ...
Leave Request Histor...
5:31 PM

Unit Management & Status Report

Concept

- Standardize Morning Report process across the Marine Corps
  - Designed to meet the needs of the RUC level commander & subordinates.
  - Will give a single accurate manning & status picture for accountability.
  - Eliminate/Reduce paper, differing data formats, compilation time, redundant data entry & errors.
- Two Modules:
  - **Unit Management** (Data Entry) occurs at RUC level and below only.
  - **Status Report** (Morning Report) – READ-Only; Global view.

Unit Management –Data Entry

- Update Data
  - Duty Status (Present-for-Duty, On Leave, Etc.)
  - Unit Membership – Update values for RUC/Co/Plt/Work Section
  - Comments
- Unit Membership Updates
  - Internal to RUC -Allows for update of local unit membership changes within Unit Scope. Examples:
    - BN can transfer a Marine from one Company to another.
    - Co Cmdr can transfer a Marine from one Platoon to another.
    - Plt Cmdr can transfer a Marine from on Work Section to another.
  - External to RUC - Drops & Joins (PCS/PCA, FAP, TAD)
    - Gets “Names” on/off rosters & allows MOL “functions” immediately.
    - Will not create a MCTFS join/drop transaction due to complex nature & financial impacts of Joins & Drops. PAC must still join/drop in MCTFS.
    - Can be prepared by an Active Reviewer, but a user w/ Approval permissions must “Approve” it to commit the Drop/Join in MOL.

Unit Management

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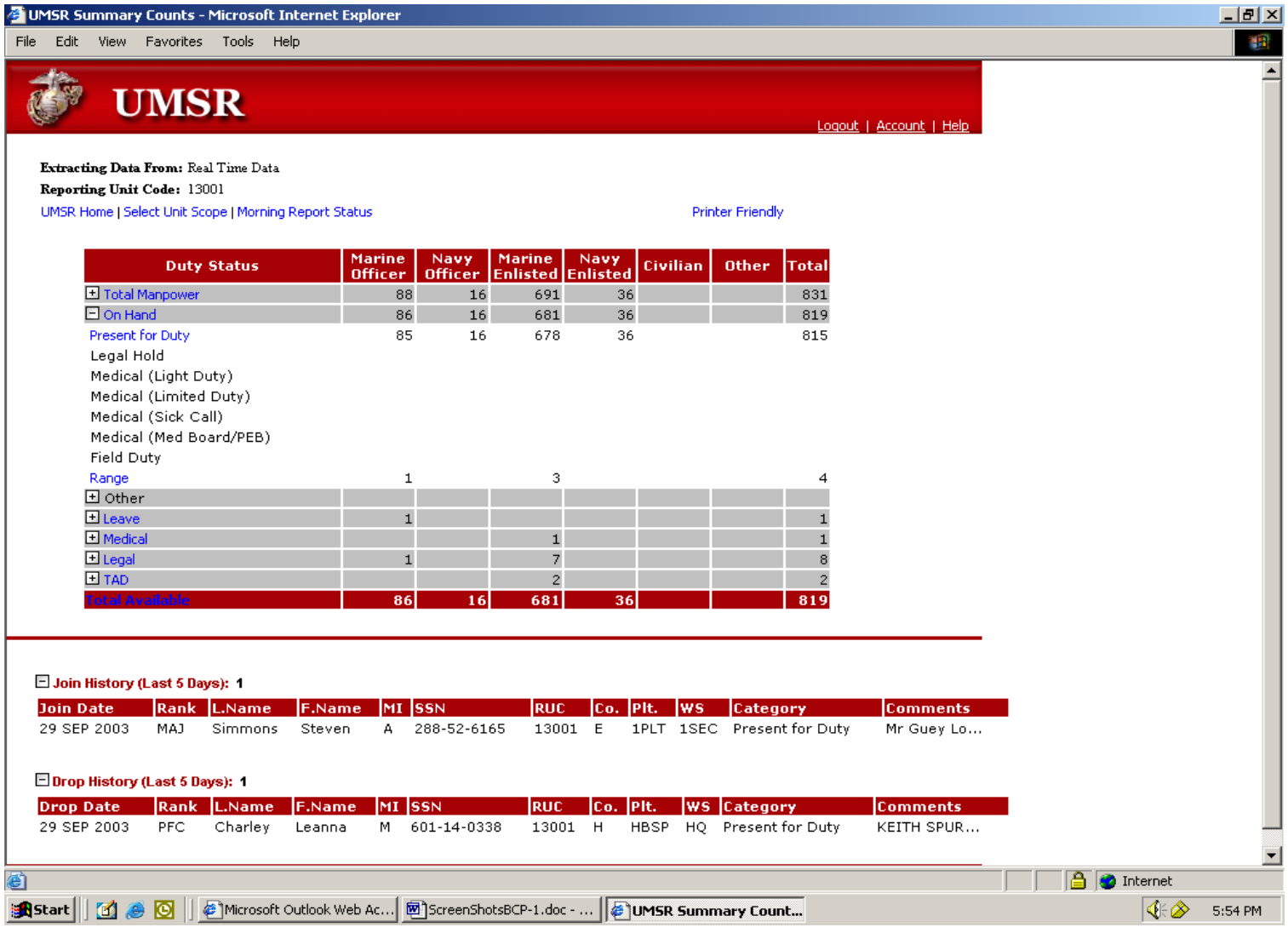
UMSR Summary Counts - Microsoft Internet Explorer
File Edit View Favorites Tools Help
UMSR
Logout | Account | Help
Extracting Data From: Real Time Data
Reporting Unit Code: 13001
UMSR Home | Select Unit Scope | Morning Report Status
Printer Friendly
Duty Status | Marine Officer | Navy Officer | Marine Enlisted | Navy Enlisted | Civilian | Other | Total
Total Manpower | 88 | 16 | 691 | 36 | | | 831
On Hand | 86 | 16 | 681 | 36 | | | 819
Present for Duty | 85 | 16 | 678 | 36 | | | 815
Legal Hold
Medical (Light Duty)
Medical (Limited Duty)
Medical (Sick Call)
Medical (Med Board/PEB)
Field Duty
Range | 1 | | 3 | | | | 4
Other
Leave | 1 | | | | | | 1
Medical | | | 1 | | | | 1
Legal | 1 | | 7 | | | | 8
TAD | | | 2 | | | | 2
Total Available | 86 | 16 | 681 | 36 | | | 819
Join History (Last 5 Days): 1
Join Date | Rank | L.Name | F.Name | MI | SSN | RUC | Co. | Plt. | WS | Category | Comments
29 SEP 2003 | MAJ | Simmons | Steven | A | 288-52-6165 | 13001 | E | 1PLT | 1SEC | Present for Duty | Mr Guey Lo...
Drop History (Last 5 Days): 1
Drop Date | Rank | L.Name | F.Name | MI | SSN | RUC | Co. | Plt. | WS | Category | Comments
29 SEP 2003 | PFC | Charley | Leanna | M | 601-14-0338 | 13001 | H | HBSP | HQ | Present for Duty | KEITH SPUR...
Internet
Start
Microsoft Outlook Web Ac...
ScreenShotsBCP-1.doc - ...
UMSR Summary Count...
5:54 PM

Status Report (Morning Report)

- **Certifying the Unit**
  - Cmdrs will set their own policy as to the time of day when subordinate units need to submit a “Morning Report.”
  - Submitting a Morning Report means each leader at their level (Work Section-> Plt -> Company -> RUC) “certifies” that the duty status and unit membership for the Marines in their unit is current as of the date/time of certification.
  - The data is captured (snapshot) - date/time stamped.
  - As each lower level unit performs this certification up to the RUC level, higher level units above the RUC become certified.
- **2 Views: Certified “Morning Report” & Status Report**
  - Users may see a real time view of the Status Report (incorporates any changes that have occurred after “Morning Report” certification) or they may view the current daily “certified” Morning Report.

Promotion Recs & Pro/Cons

- **Common Functionality**
  - Any number of Active Reviewers can participate; Passive Reviewers view. Give “View” permissions – provides oversight.
  - Users participate in any sequence. Can occur in Ad Hoc/non-sequential manner.
  - Approver has final say; once Approver submits – records locked & MCTFS transactions result.
  - On Page Links to Marine’s BIR, BTR, etc.
  - User Can apply “group edits” – select all Recs from another user, then edit exceptions.
  - Data is sort-able, e.g. show all Non-Recs, sort by Pro/Con values, etc.
  - User w/ lesser unit scope not able to see “higher” recommendations.
  - Can “submit” a recommendation on one Marine or many.
  - Users may not edit recommendations of other users.
  - Prompts for further actions – Page 11 entries for non-Recs, etc.

Promotion Recs & Pro/Cons

- **Promotion Recs**
  - System generates an Eligibility List for upcoming Month (~5th day of month).
  - Have about 10 calendar days to submit Recs.
  - Active Reviewers make Recs on promotion eligible Marines.
  - RUC CO/“Acting” CO is the Approver.
  - Approver has final say – submit data for MCTFS transaction.
  - Select Grade Report – Marines who come up select grade – MOL will generate a report to users.
- Pro/Con’s
  - All Occasions (SA, GC, TR, etc.)
  - Active Reviewers provide recommended P/Cs & comments.
  - Links/Info to Pro/Con Guidelines.

Promotion Recs & Pro/Cons

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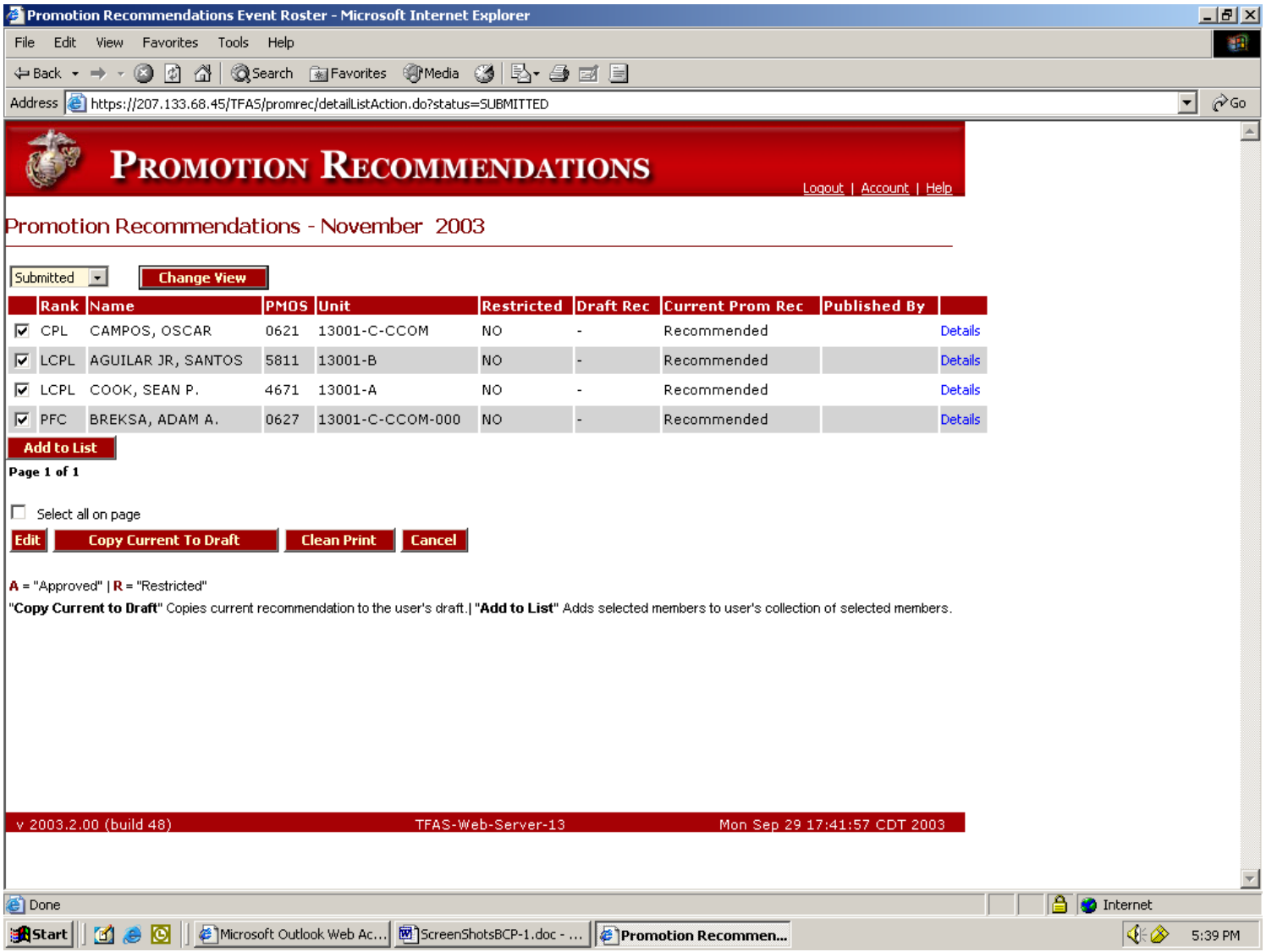
Promotion Recommendations Event Roster - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://207.133.68.45/TFAS/promrec/detailListAction.do?status=SUBMITTED
Go
PROMOTION RECOMMENDATIONS
Logout | Account | Help
Promotion Recommendations - November 2003
Submitted
Change View
Rank Name PMOS Unit Restricted Draft Rec Current Prom Rec Published By
CPL CAMPOS, OSCAR 0621 13001-C-CCOM NO - Recommended Details
LCPL AGUILAR JR, SANTOS 5811 13001-B NO - Recommended Details
LCPL COOK, SEAN P. 4671 13001-A NO - Recommended Details
PFC BREKSA, ADAM A. 0627 13001-C-CCOM-000 NO - Recommended Details
Add to List
Page 1 of 1
Select all on page
Edit
Copy Current To Draft
Clean Print
Cancel
A = "Approved" | R = "Restricted"
"Copy Current to Draft" Copies current recommendation to the user's draft.| "Add to List" Adds selected members to user's collection of selected members.
v 2003.2.00 (build 48)
TFAS-Web-Server-13
Mon Sep 29 17:41:57 CDT 2003
Done
Internet
Start
Microsoft Outlook Web Ac...
ScreenShotsBCP-1.doc - ...
Promotion Recommen...
5:39 PM

Promotion Recs & Pro/Cons

12/09/200

Proficiency and Conduct Individual Edit - Microsoft Internet Explorer provided by MCB Camp Lejeune
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.45/TFAS/procon/individualEditAction.do?ssn=0601140338
Go Links
PROFICIENCY / CONDUCT MARKS
Logout | Account | Help
ProCon Occasion: Annual / Semi-Annual for 31 JUL 2003
Record Status: Working
SSN: 0601140338 Rank: PFC Name: CHARLEY, LEANNA M.
PMOS: 3051 DOR: 2003-06-01 EAS: 2006-12-08
ECC: 2006-12-08 TIG: 5 TIS: 11
Duty Status: 1 Promotion Restricted: NO Unit: 13001-H-HBSP-HQ
Current Recommendation Pro: Con:
Individual Views
BIR Go
BTR
ROS
EDU
Awards
Recommendation: N/A N/A Pro Con Guidelines
Comments:
Save Cancel
Done
Internet

Lessons Learned So Far

- Start Early in “Cleaning Up” MCTFS codes (Company, Plt, Work Section)
  - Unit must be involved in naming convention
- Clarify policy issues
  - Pro/Con Level of approval
  - Encourage Commanders to grant authority to lowest level
- Emphasize Commanders decide
  - They have more visibility

Lessons Learned So Far

- Civilians must be entered into MCTFS if:
  - They are involved in one of the processes
  - Are on the T/O and you want visibility on the UMSR
- At some point Personnel Officers have to let go
  - Leaders are responsible
  - Personnel Officer can correct
- Know your local resources

TFAS FUTURE

- **OMPF ONLINE**
  - Individual view
  - Submission of digital docs
  - Foundation of digital SRB/OQR
- **Automated Career Retention System**
  - Indv Marine view of Renl Options
  - CRS Tools to assemble Renl Request
  - Expedite Approvals at MSC level
- **Training**
- **Separations & Retirement**